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26 Mar 1958*

MEMORANDUM FOR: Assistant Director, CR  
THROUGH: CIA Librarian  
SUBJECT: Control of Requests for CIA Library Bibliographies  
REFERENCE: CRAG 20-58, 29 September 1958

The following procedures are recommended:

1. REQUESTS FOR NEW BIBLIOGRAPHIES.

- a. Requests for the preparation of bibliographies will be directed to the Chief, Bibliography Section, Reference Branch. Senior bibliographers may tentatively receive such requests pending discussion with Chief, Bibliography Section.
- b. All requests for the preparation of bibliographies will be logged, with a notation indicating assignment of responsibility for compiling a bibliography; a decision to substitute bibliographies already in existence; referral of requester elsewhere; cancellation or modification of request, etc.
- c. Published bibliographies will be identified by a number from a pre-assigned block in the 3-million series.

2. INITIAL DISTRIBUTION OF COMPLETED BIBLIOGRAPHIES.

- a. Copies of completed bibliographies will be transmitted immediately to the requester upon completion. When a requesting component normally receives materials via a recognized distribution point (e.g., ORR and DD/P) arrangement may be made for simultaneous distribution of an information copy to the distribution point.
- b. One copy of each bibliography formally published by the CIA Library will be cataloged and incorporated in the reference collection.
- c. Distribution to other users will be recommended by Chief, Bibliography Section, and noted on a distribution form. This form together with copies of the completed bibliography will be sent to Document Division for addressing and mailing out the copies.

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- d. Document Division will also make such additional dissemination as may be appropriate.
- e. Distribution via Document Division will include a processing copy for preparation of aperture cards and listing in the Intelligence Publication Index.
- f. Surplus copies together with the masters and a carbon of the distribution form will be sent to the Circulation Branch Vault,  
[redacted]
- g. Bibliography Section will retain an "author's copy" of each completed bibliography or (in the case of extreme sensitivity, delivery in the form of cards, etc.) will keep a record of the location of at least one copy.

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3. SUPPLEMENTAL DISTRIBUTION.

- a. Responsibility for supplemental distribution rests with the Circulation Branch.
- b. Requests should be submitted on Form 1395 and directed to Search Section, Circulation Branch, through the usual document request channels.

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[redacted]  
Chief Reference Librarian

CONCURRENCE:

CHIEF, DOCUMENT DIVISION, CENTRAL REFERENCE

DEPUTY ASSISTANT DIRECTOR, CENTRAL REFERENCE

APPROVED:

ASSISTANT DIRECTOR, CENTRAL REFERENCE

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